

Ryan White Planning Body: Meeting Agenda & Minutes
Serving Anson, Cabarrus, Gaston, Mecklenburg, Union, and York Counties

Membership Workgroup Meeting Details

Time	Wednesday, October 23, 2019; 1:00 PM – 2:30 PM
Location	Room 4018; 3205 Freedom Drive, Charlotte; Suite 4000
Attendance	Annette Huffstead, Bruce Trujano, Kayla Earley (non-voting)
Meeting goals	<ol style="list-style-type: none">1. Review pending Membership Applications and recommend candidates for membership2. Begin planning PB Recruitment event (Purpose: To introduce PB members to each other and to garner interest from potential candidates)

Agenda

Topic	Facilitator	Time
Welcome	Annette Huffstead	1:00-1:10
Review pending applications & vote to approve, decline, or pend membership applications	Everyone	1:10-1:30
Plan for Planning Body Recruitment event	Everyone	1:30-2:20
Schedule next meeting; other updates or discussion	Everyone	2:20-2:30

Action Items for follow up	Assigned To	Due Date
Contact members who have missed last 2 meetings	Annette	11/8/19
Notify applicants of application status	Annette & Kayla	10/25/19
Attend next Membership Workgroup meeting: 12/6/19	Members	12/6/19

Minutes

Annette Huffstead, Membership Chair, welcomed participants. Participants reviewed 5 pending membership applications for: DP, NS, ES, ZB, and EH. With consensus, voting members recommended all 5 candidates for membership. Earley to send recommended candidate names to Health Director Gibbie Harris, the CEO's Designee, for official appointment.

Participants began planning for Planning Body Recruitment event, which members previously voted to be a murder mystery dinner format. Earley informed the group that HRSA requires any expenses to be tied to Planning Body activities. Participants agreed they need more input from the Planning Body members to plan an event that is tied to PB activities.

The next Membership meeting is scheduled for Friday, December 6; 12:00-1:00pm in Rooms 4011-4012 in the Valerie C. Woodard Conference Center (3205 Freedom Drive, Suite 4000).

Meeting adjourned early at approximately 1:45pm.